



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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November 11, 2009

Dave Jenkins  
JSD Professional Services, Inc.  
161 Horizon Drive, Suite 101  
Verona, Wisconsin 53593

RE: File No. LD 0935 – Certified survey map – 1209 University Avenue (University of Wisconsin)

Dear Mr. Jenkins:

The two-lot certified survey of your client's property located at 1209 University Avenue, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is generally zoned R6 (General Residence District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following six conditions:**

1. The applicant shall clarify the limits of the 3-foot wide permanent easement for sidewalk is intended along entire frontage of W. Johnson Street.
2. Revise the adjoining "Wisconsin & Southern Railroad" text to read "State of Wisconsin, Department of Transportation Bureau of Rails and Harbors".
3. The lots within this certified survey map are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the CSM and recorded at the Dane County Register of Deeds.
4. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division signoff, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
5. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
6. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), final CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. Electronic mail submittal of the FINAL CSM in PDF form is preferred.

**Please contact Bryan Walker, Traffic Engineering Division, at 267-8754 if you have questions about the following item:**

7. The attached declaration of conditions and covenants shall be executed and returned prior to CSM signoff.

**Please contact Dennis Cawley, Madison Water Utility, at 261-9243 if you have any questions about the following item:**

8. Proposed Lot 1 does not have an existing water service lateral. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions about the following item:**

9. The applicant shall receive approval of a minor alteration to the approved conditional use(s) on the subject site prior to final staff approval of the CSM and recording.

**Please note that the City Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be approved by the Common Council on November 17, 2009.**

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.

Upon acceptance and recording of the certified survey map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in two years from the date of the approving resolution.** If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Bryan Walker, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Jeff Ekola, Office of Real Estate Services  
Norb Scribner, Dane County Land Records and Regulations